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JUN 4 1956

MEMORANDUM FOR: Staff and Division Chiefs of Support

SUBJECT : Factors to be Considered in Determining Method
of Privately-Owned Automobile Mileage Reimbursement

1. Responsibility for formalizing the determination as to mode of travel and reimbursement therefor rests with the officer authorized to approve travel orders. The terms of the approved travel order constitute the basis for examination and payment of claims by the Finance Division, and, in the absence of contravention of regulations or law, are binding as to rates and basis of reimbursement for travel. Accordingly, it is most important that travel orders clearly indicate the mode of travel authorized.

2. A number of questions have been raised recently by Staff and Division Authorizing Officers regarding the method to be utilized in determining whether travel via privately-owned automobiles to and from ports in connection with PCS travel to and from overseas stations should be authorized at "ten cents (10¢) per mile as being more advantageous to the Government" or "ten cents (10¢) per mile not to exceed cost by common carrier".

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3. The current Agency policy dealing with this subject provides that "when two or more persons (including children 12 years of age or over) travel together by privately-owned automobile on a mileage basis, it is hereby determined that such mode of travel is more advantageous to the Government". However, this Regulation was written when seven cents (7¢) per mile was the maximum mileage allowance. Since the maximum mileage allowance has been raised to ten cents (10¢) per mile, the criteria stated in [REDACTED] is not necessarily valid. Further, in numerous instances, it may be to the advantage of the Government to authorize the maximum mileage allowance when only one traveler will be traveling in the automobile. 25X1A

4. Consistent with the above, travel authorizing officers should review each travel authorization for the purpose of determining the conditions of travel which are most advantageous to the Government. Generally, advantage to the Government is determined either on the basis of operational and security factors or cost.

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of FOA Mileage Reimbursement.

5. In those instances where operational factors require that privately-owned transportation be utilized, advantage to the Government will be determined exclusively on the basis of the operational factors.

6. In those instances where operational factors are not a consideration, the determination of advantage to the Government must be based on administrative advantage and/or favorable cost factors. Cost considerations should include transportation of employee and dependents (or other official travelers), cost of shipment of personal effects, and privately-owned automobile, and estimated per diem for travel by common carrier as compared with costs which would be reimbursable if travel by personally-owned automobile on a mileage basis is authorized. Normally, when two or more persons (including children twelve years of age or over) travel together by privately-owned automobile on a mileage basis, it could be determined that such mode of travel is more advantageous to the Government.



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